



Indiana Department of Homeland Security

District Programs Information Bulletin

Date: February 14, 2011

Bulletin No: 11-004

TO: All District Administrative Coordinators
All District Coordinators
All District Fiscal Agents
All District Planning Council Members
All District Planning Oversight Committee Members
All District Response Task Force Commanders
All Emergency Management Directors

From: Randal Collins
District Programs Branch Director, Field Services Division
Indiana Department of Homeland Security

Subject: Correction to 11-003: District Interim Administrative Coordinators Job
Duties & Requirements

Purpose

The purpose of this Information Bulletin is to correct guidance provided in Information Bulletin 11-003.

General

IDHS has discovered that the Indiana Grants Management System (IGMS) will not accept the amount of text that district's were instructed to put into their grant proposal. To correct this error, districts are asked to make reference to listed guidelines in the management team section and the narrative of the budget item that funds District Interim Administrative Coordinators and direct readers attention to the attachment. Districts should then cut and paste the below job requirements into a separate document and upload that document to the proposal.

Job Requirements

The following should be pasted into a separate document and included as an attachment to the grant proposal:

District Interim Administrative Coordinators shall complete or have previously completed the following training requirements:

IS-1	Emergency Manager: An Orientation to the Position
IS – 100.b	Introduction to Incident Command System, ICS-100
IS-120.a	An Introduction to Exercises
IS-200.b	ICS for Single Resources and Initial Action Incidents
IS-230.a	Fundamentals of Emergency Management
IS-240.a	Leadership & Influence
IS-241.a	Decision Making and Problem Solving
IS-700	National Incident Management System, An Introduction

Introduction to Emergency Management

Homeland Security Exercise and Evaluation Program with Toolkit

Management for Emergency Managers

IGMS Training

Grant Proposal Writing and IGMS

The District Interim Administrative Coordinator shall be responsible for the following job duties:

1. Ensure all DPOC members receive quarterly written updates to district related news, progress, and scheduled meetings and trainings.
2. Ensure minutes of DPC meetings are taken and shared to all DPC members, District Coordinators and District Services Specialists.
3. Ensure minutes of DPOC meetings are taken and shared to all DPOC members, DPC members, District Coordinators and District Service Specialists.
4. Collate any minutes taken from other district related meetings such as sub-

committee meetings, DRTF meetings, DRTF element meetings, Training and Exercise Workshops and make them available to all DPC members, District Coordinators and District Service Specialists.

5. Coordinate training events, meetings, and exercises on behalf of the district.
6. Ensure all district related reporting requirements, documentation, data, and submissions are entered into the Indiana Grants Management System (IGMS) appropriately and in a timely fashion.
7. Ensure all reporting requirements, documentation, and data is submitted into the National Exercise System (NEXS) as required by the IDHS Training and Exercise Guidance.
8. Ensure all reporting requirements, documentation, and data is submitted into the HSEEP Toolkit portal as required by the IDHS Training and Exercise Guidance.
9. Facilitate communications about district events to all stakeholders and encourage participation from both participating and non-participating entities.
10. Facilitate the response to data calls and requests for information from IDHS via official Information Bulletins.
11. Maintain a current and updated portfolio of the following:
 - a. DPOC members and contact information
 - b. DPC Members and contact information
 - c. DRTF Commander, Deputy Commanders, and Group Supervisors
 - d. District Strategic Plan
 - e. District Response Task Force Strategic Plan
 - f. District Interoperable Communications Plan
 - g. District Training and Exercise Plan
 - h. District Mutual Aid Agreement
 - i. District Response Task Force roster
 - j. Other documents as required by the district or IDHS

Questions

Any questions pertaining to this information bulletin or District Programs may be directed to Randal A. Collins, District Programs Branch Director, Rcollins@dhs.in.gov, 317-238-1762.